

**DEPARTMENT OF TRANSPORTATION
PROMOTIONAL AND CAREER OPPORTUNITIES**

ORGANIZATION: Saint Lawrence Seaway Development Corporation

EXTERNAL ANNOUNCEMENT NO: SLS-DE-2001-18

INTERNAL ANNOUNCEMENT NO: SLS-2001-26

POSITION TITLE: Office Automation Assistant GS-326-05/06/07

Promotion Potential: GS-07

SALARY: GS-05, \$24,192; GS-06, \$26,966; GS-07, \$29,966 *[Except in unusual circumstances, employees new to Federal civil service must begin at the starting salary level]*

POSITION LOCATION: Office of the Administrator, Washington, DC

OPENING DATE: September 06, 2001

CLOSING DATE: September 19, 2001

AREA OF CONSIDERATION: All Sources.

NOTE: Displaced/Surplus Federal employees may have priority placement rights. See the "How to Apply" section below. No relocation costs are authorized.

It is important to read all the information in this announcement. It gives clear and specific instructions on how to apply for this position, what information we will be looking for, and how to put together your application package.

DUTIES

Serves as receptionist and provides support and assistance by performing database maintenance, spreadsheet reporting, word processing, timekeeping, and general office tasks for the D.C. Office. Uses a variety of software to produce an assortment of documents. Strong typing and communication skills are necessary. Receives and distributes all incoming mail and maintains a log of time-sensitive correspondence to ensure critical deadlines are met. Prepares procurement requests and stocks supplies for the office. Provides coverage for the Administrative Staff Assistant to the Administrator during absences. Assists all divisions on completion of special projects when needed.

QUALIFICATION REQUIREMENTS

For all grade levels, one year of specialized experience equivalent to the next lower grade level is required. Specialized experience is experience that equipped the applicant with the particular knowledge, skills, and abilities (KSAs) to perform successfully duties of the position, and that is typically in or related to the position to be filled.

The substitution of education for specialized experience for clerical and administrative support positions at these grade levels is generally not qualifying. Applicants must have the one year of specialized experience at the next lower grade level.

Quality Ranking Factors: In addition to meeting the requirement for one year of specialized experience at the next lower level and being a qualified typist, qualified candidates will be evaluated on their ability to perform the duties outlined above as indicated in the following knowledge, skills, and abilities (KSAs):

1. Knowledge of and ability to use a variety of packaged computer software including word-processing, spreadsheets, database programs, and desktop publishing.
2. Ability to organize the flow of administrative and clerical processes in an office.
3. Ability to meet and deal with the general public.
4. Knowledge of formats, grammar, spelling and punctuation sufficient to prepare a variety of correspondence and reports.

Applicants should prepare a written statement on plain bond paper describing how their experience meets the KSAs above. Your narrative statement should be limited to no more than one page for each separate KSA.

RATING AND RANKING

You will be rated and ranked, based on the descriptions of work experience in your resume and narrative statement, and assigned a rating between 70 and 100. If you are eligible for veterans preference points, those points will be added after the rating is completed. If you are rated well qualified, your name will be referred to the selecting official, and you may be called for an interview.

Only well-qualified displaced/surplus applicants will be considered eligible candidates for priority placement for this position. To be considered well qualified, a candidate must have a rating of 93 or higher.

OTHER REQUIREMENTS

Probationary Period Requirements: New career appointees, or career/career-conditional applicants who have not previously completed a one year probationary period, will be required to serve a one year probationary period. If you are a status applicant who also requests to be considered as a competitive applicant, and you are selected from a competitive list, you may be required to serve a new probationary period. See "How to Apply" below for other information for career/career-conditional applicants.

Selective Service Registration: If you are a male over the age 18 who was born after December 31, 1959, you must have registered with the Selective Service System (or have an exemption) to be eligible for a federal job.

Citizenship: Applicants must be citizens of or owe permanent allegiance to the United States no later than the closing date of this announcement.

HOW TO APPLY

Current Seaway employees: If you wish to be considered as both an internal (Merit Promotion) and an external competitive candidate, you must so state on your application, and may use the SLSDC internal application form for both purposes. If you do not state that you wish to be considered as an external competitive candidate, you will be treated as an internal candidate only. **NOTE:** If you wish to be considered a competitive candidate, you must submit proof of any veterans preference to which you are entitled.

Status applicants (present or former career/career-conditional Federal employees): If you wish to be considered as both a status candidate and a competitive candidate, you must so state on your application, and may use one application for both purposes. If you provide proof of status, and do not ask to be rated as a competitive candidate, you will be considered a status candidate only. If you do not provide proof of status, you will be considered a competitive applicant only.

What to File:

Internal Applicants (current SLSDC employees) - Submit (1) SLS Form 4.1-171(t) or (w) "Merit Promotion Application"; all experience, awards, education, training, and outside activities must be documented on this form; (2) a copy of your latest performance appraisal; and (3) a narrative statement showing how your experience meets the KSAs listed above. Forms are available from Personnel and must be received in Personnel by 4:30 p.m. on the closing date of this announcement. For additional information, contact Julie Barnes x245 or Jill Hamilton x237.

External Applicants (all others, including status applicants):

1. You may use the *Optional Application for Federal Employment* (OF-612), a resume, or any other written format to apply under this announcement. Whichever format is used, the following information must be included in your application:
 - a. Job Information: announcement number, title, and grade(s) of the job
 - b. Personal Information:
 - full name and mailing address (with zip code)
 - day and evening phone numbers
 - social security number
 - country of citizenship
 - veterans' preference
 - reinstatement eligibility (status applicants must attach an SF-50 as proof of your career or career-conditional status)
 - highest Federal civilian grade held
 - c. Education: for high school, and for each college or university, give the name, city and state, date of diploma or GED (high school), type and year of any degrees received (college)
 - d. Work Experience: List work experience that shows your qualifications for this position, including volunteer work. For each job list: job title, duties and accomplishments, employer's name and address, supervisor's name and phone number, starting and ending dates, hours per week, and salary. Indicate if we may contact your current supervisor.
 - e. Other Qualifications:
 - job related training such as vocational or technical training which is pertinent to meeting the qualifications for this position (type and year of training)
 - job related skills, certificates and licenses (current only), honors, awards, and special accomplishments
2. A narrative statement describing how your education or experience meets the knowledge, skills, and abilities (KSAs) listed under Quality Ranking Factors above. The statement should be limited to no more than one page per KSA.
3. Veterans claiming 5-point preference are required to furnish proof of honorable separation. Proof may be determined by a DD-214 or other discharge papers showing campaign

badges earned (where applicable). (See explanation of veterans' preference in the booklet "Applying for a Federal Job.")

4. Veterans claiming 10-point preference (veterans with a service-connected disability or Purple Heart; qualified widows/mothers of deceased or disabled veterans) must complete and submit Standard Form 15, "Claim for 10-point Veterans Preference" with the required proof of such preference, as listed on the reverse of the form.

NOTE: No veterans' preference points will be given without the specified proof.

In addition, status applicants (current or former Federal employees) should submit:

5. A copy of your latest SF-50, "Notification of Personnel Action," which will verify your competitive status and tenure, and your current grade level. If currently in a position at a lower level, include a copy of an SF-50 showing the highest grade level previously held.
6. A copy of your latest performance appraisal.

If claiming priority consideration as a Displaced Surplus Federal Employee:

To be eligible for consideration as a CTAP candidate you must be a current DOT career or career-conditional employee who has received a Reduction in Force (RIF) separation notice or a Certificate of Expected Separation, stating that you will be separated from a position in the Washington, D.C. commuting area at a grade level no higher than, and with no more promotion potential than, the grade level of this position.

To be eligible for consideration as an ICTAP candidate you must be a displaced Federal employee who was separated from a position in the Washington, D.C. commuting area at a grade level no higher than, and with no more promotion potential than, the grade level of this position.

To be eligible for priority placement under either CTAP or ICTAP, you must submit ***all*** information and forms requested, your application must be postmarked no later than the closing date of this announcement, and you must be rated highly qualified for the position (see Rating and Ranking above). If you fail to submit all required information, and/or are rated less than highly qualified, you will be treated as an external or status applicant, without priority consideration.

Additional documentation required for CTAP or ICTAP applicants:

7. A copy of your latest SF-50, "Notification of Personnel Action," which will verify your competitive status and tenure, and the grade level of the position from which you are being (or have been) released.
8. One of the following as proof of Displaced or Surplus status:
 - A RIF notice or Certificate of Expected Separation (CES) which includes the competitive level and area from which you are being (or have been) released
 - Notice from OPM of termination of a disability retirement annuity
 - Notice from OWCP of termination of Worker's Compensation payments, and notice from your former agency of their inability to place you

- Certification that you are a former Military Reserve or National Guard Technician who is receiving a special OPM disability retirement annuity under section 337(h) or 8456 of title 5 United States Code
- An SF-50 showing separation for one of the following:
 - RIF
 - Retirement in lieu of RIF
 - Discontinued service retirement
 - Separation due to declination of a transfer of function or directed reassignment to another commuting area

Where to Obtain Forms and Where to Submit Them

All required and optional forms, and the pamphlet 'Applying For a Federal Job', are available either by calling **315-764-3200**, from the receptionist desk at the Seaway Administration Building, 180 Andrews Street, Massena, New York, or by sending an e-mail message to personnel@sls.dot.gov.

Applications may be left at the Seaway Administration Building receptionist desk between 8:00 a.m. and 4:30 p.m., mailed to **Personnel, Saint Lawrence Seaway Development Corporation, P. O. Box 520, Massena, New York 13662-0520**, or e-mailed to personnel@sls.dot.gov. **APPLICATIONS MUST BE RECEIVED OR POSTMARKED NO LATER THAN THE CLOSING DATE OF THIS ANNOUNCEMENT.**

NOTE: Applications *received or postmarked after the closing date of this announcement will not be considered.* Candidates who *fail to submit the required forms will not be considered.* None of these forms will be subsequently loaned or returned to the applicants. Applications *will not be accepted if received in penalty, interoffice, or any other government envelope.* Applications sent in this fashion will be destroyed. **Applications may be received by fax from non-government equipment.**

Unless you request it, or your application is received through e-mail, you will not be notified of receipt of your application. After rating of all applicants is completed, **you will be sent a 'Notice of Rating'** stating whether you are qualified, your rating (if you are qualified), and your veterans' preference category (if you qualify).

DOT is an **equal opportunity employer**. All qualified candidates will be considered regardless of race, color, religion, sex, sexual orientation, marital status, national origin, handicapping condition, age, political affiliation, or other non-merit factors.

SLSDC provides reasonable accommodations to applicants with **disabilities**. If you need a reasonable accommodation for any part of the application and hiring process, please notify Personnel (315-764-3237). The decision on granting reasonable accommodation will be on a case-by-case basis.

PRIVACY ACT REQUIREMENTS (P.L. 93-579)

The referenced forms are used to determine qualifications and are authorized under Title 5 of the U.S. Code, Sections 3302 and 3361. Each specified form must be submitted in order for you to be considered for the position being advertised. Your servicing personnel office or the office named in this announcement will be able to provide information on specific Privacy Act requirements.